

STATE HOUSE STATION #4
Telephone—207-289-3761 (Voice)
207-289-4537 (TDD)

STATE OF MAINE

ROOM 214
AUGUSTA, ME 04333

STATE WIDE PROMOTIONAL OPPORTUNITY



Agency: Statewide
Pay Range: 16
Bargaining Unit: A

Date Issued: July 2, 1989
Date Closing: Until Cancelled
Administrative Services
Bulletin #: 5061E
(08) IBMPS2
Gottmann:

ADMINISTRATIVE SECRETARY (002402)
(Dictaphone)

\$320.80-349.20-362.80-377.20-393.20-409.20-425.60/wk.

PURPOSE OF ANNOUNCEMENT: To recruit qualified candidates to fill future vacancies statewide.

SCOPE OF WORK: This is secretarial work of an administrative nature involving responsibility for facilitating general departmental management details for a department head.

NOTE: ALL APPLICANTS MUST COMPLETE A SUPPLEMENTAL QUALIFICATION FORM AVAILABLE AT THE BUREAU OF HUMAN RESOURCES AND JOB SERVICE OFFICES THROUGHOUT THE STATE.

TYPICAL DUTIES:

- ... Takes and transcribes dictation, through use of stenography or dictaphone equipment.
- ... Prepares correspondence and other documents for a superior.
- ... Receives callers, arranges appointments, coordinates meetings and maintains frequent contact with the Executive Department and other agency officials as required.
- ... Keeps responsible records.

REQUIRED KNOWLEDGES AND ABILITIES:

- ... Knowledge of the functions, procedures, organization and governing laws and regulations of the administrative unit involved.
- ... Knowledge of modern office practices, procedures and equipment.
- ... Knowledge of the principles of office management and supervision and of standard record maintenance procedures.
- ... Ability to take shorthand or type from a dictaphone in order to transcribe complex and technical material.
- ... Ability to properly compose a variety of memoranda or letters with only general instructions.
- ... Ability to receive, screen or admit and give varied information to callers.

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POST IN A PROMINENT PLACE

GENERAL INFORMATION TO CANDIDATES

1. **HOW TO APPLY:** Applications may be obtained from the Bureau of Human Resources, State House Station 4, Augusta, any local office of the Maine Job Service or your Departmental Personnel Office. You may apply to be examined for a variety of State positions, but you must submit a separate application form for each job classification for which you wish to apply. Applications are considered for employment based upon information supplied on the application plus supporting documents. Incomplete or inadequate entries may cause an application to be unnecessarily rejected.
2. **EXPERIENCE SUBSTITUTED:** In rating experience and training qualifications as listed, applicants will be accepted for examination if their applications show an acceptable equivalent combination of experience and training, except where educational qualifications are reflected in necessary registrations such as to practice medicine or engineering, or where such educational requirements are set as standards by federal agencies making grants-in-aid or otherwise contributing to State programs.
3. **ORAL EXAMINATION:** The Bureau of Human Resources reserves the right to include an oral examination as a component part of the examination and to summon only those candidates receiving the highest rating in the preceding phases of the total examination process.
4. **RESUMES:** Education, training and experience used for meeting minimum qualifications used in establishing a score through a training and experience evaluation must be listed on the application itself. You may amplify or supplement this information by use of a resume.
5. **CLOSING DATES:** We adhere strictly to these dates so make sure your application arrives on time and is complete.
6. **SALARY:** Appointments normally will be made at the beginning step in the salary range.
7. **APPEALS:** Any competitor may appeal to the Director of the Bureau of Human Resources for a review of his/her rating in any examination. Such appeals must be requested in writing and within thirty calendar days after the date such examination notice result was posted/marked.
8. **APPOINTMENTS:** Appointments are made by the various State Department Heads and not by the Bureau of Human Resources. When there is a vacancy in any department the Bureau of Human Resources submits a list of eligibles from the appropriate register. The Department Head may select anyone of those certified to fill the vacancy. The remaining names are returned to the list and will be considered for other vacancies.
9. **PROBATIONARY PERIOD:** All appointments to permanent positions are made for a probationary period of not less than six (6) months, and this probationary period is an essential part of the examination process. During this period, the work and conduct of the employee is systematically checked and reported on by a supervisor to determine whether permanent appointment is desirable.

MINIMUM QUALIFICATIONS: A six (6) combination of training, experience and education providing considerable knowledge of secretarial and/or office management activities which includes supervisory or senior level independent clerical experience of equivalent responsibility.

EXAMINATION: Will consist of a numerical evaluation of Training and Experience (100%).

APPOINTMENT LIST: (Register) will be established on a Statewide Promotional basis and will be merged with the existing register for the class.

Testing facilities are more readily available in Augusta. If you wish to tested in Augusta, please note on the front page of your application; otherwise we will schedule you at a test site nearest your home.

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